

## **Introduction:**

The Sunnyside TIRZ (TIRZ #26) is seeking responses to a Request for Qualifications from firms that have experience in developing and over time providing professional services to help the TIRZ to implement the community-focused strategic framework based physical area plans. These plans should be aimed at enhancing the quality of the neighborhood environment, thus enhancing the areas attractiveness to the marketplace, resulting in area development and redevelopment, thus increasing the taxable value of the zone, its marketability and the resultant quality of life of its residents and commercial development.

A selection committee has been created to review RFQ submissions to identify an experienced firm for approval, and recommendation to the TIRZ board. Following the selection of a professional firm, a committee will be established to work with the firm on an as needed basis to provide policy guidance which will be based on an area wide "vision" approved by the TIRZ board. The vision will be converted into a strategic plan. Implementation of the TIRZ board approved strategic plan may occur in phases over a number of years, every phased development being contingent upon approval of the plan components by the full TIRZ Board of Directors.

## **Scope of Services:**

Develop a framework plan that may help guide future capital improvements within the area by:

1. Use of Public engagement/workshops, to build on what has already taken place including review of past studies;
2. Review of existing documents to the extent necessary, existing conditions of the area including, but not limited to mapping the surrounding land uses, identifying major thoroughfares, mapping active CIP projects and availability of utilities;
3. Undertaking area wide analysis to include, but not limited to pedestrian circulation as well as activities and public transit;
4. Meeting with public/private agencies/entities to advocate best use of their funds in the area;
5. Identifying public safety needs;
6. Development and documentation of area's potential Opportunities and Constraints;
7. Developing documentation that would help attract public/private investment in the area;
8. Documenting potential redevelopment planning Concepts, for review by the board, for implementation over time; and
9. Converting the concepts into plans for implementation as and when funding becomes available.

## **Selection Process:**

This Request for Qualifications will be made publicly available on the City of Houston website (see link below), as well as distributed to select firms that have expressed interest in developing a strategic plan for the zone. It is understood that the chosen planning firm may need to partner with other consultants to provide some of the requested services. It is expected that the engagement of any subsequent planning firms will be managed by the "prime" firm, providing the zone a single point of contact.

*RFQ document will be posted to the site below:*

[www.houstontx.gov/ecodev/tirz/26.html](http://www.houstontx.gov/ecodev/tirz/26.html)

**Specific items to include in response:**

- Schedule of development of strategic plan components
- Phased Implementation strategy
- Proposed timeline for development and implementation of known plan components
- Estimated fee range associated plan development and implementation
- Provide at least two (2) references from clients where the firm provided similar services to a TIRZ or a Management District in the greater Houston area.

It is the intent of the selection committee to review all submissions and narrow them down to two or three final candidates. Final selection will be made of the shortlisted firms.

**The submission schedule is proposed as follows:**

RFQ Issued	October 12, 2018
Responses Due date	November 2, 2018 at 5:00pm CST
Review Responses	November 3 – November 16, 2018
*Interviews	October 27 – November 16, 2018
Selection	November 23, 2018

\* Interviews may be requested at the discretion of the selection committee.

**Contact Information:**

For additional information or to submit a response to this RFQ, please contact Carnell Emanuel at 832-393-1060 or at [carnell.emanuel@houstontx.gov](mailto:carnell.emanuel@houstontx.gov)